



Maine's InfiniteCampus State Ed.

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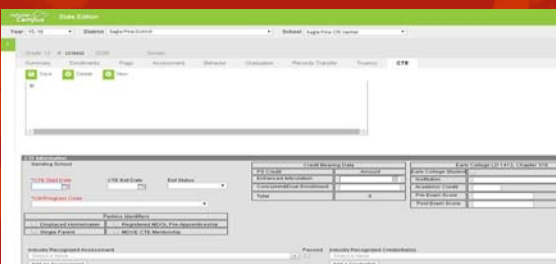


The CTE Enrollment Process

Need Student's:

- Primary enrollment
Entered by student's high-school
- Partial (aka secondary) enrollment
Entered by CTE
- CTE Program enrollment
Entered by CTE

CTE Tab Overall Screen



If you receive an error message asking to verify the sending school ID, the information can be found at link:

<http://www.maine.gov/doe/data/infrastructure/index.html>

CTE Program Tab

CTE Information

Sending School

CTE Start Date

CTE Exit Date

Exit Status

CTE Program Code

Perkins Identifiers

Displaced Homemaker

Registered MOSOL Pre-Apprenticeship

Single Parent

MOVE CTE Mentorship

Industry Recognized Assessment

Industry Recognized Credential(s)

Add an Assessment

Add a Credential

Credit Bearing Data

PS Credit	Amount
Enhanced Activation	
Concurrent/Dual Enrollment	
Total	0

Early College Student

Institution

Academic Credit

Pre Exam Score

Post Exam Score

CTE Program Tab - Minimum Requirements
Entered in before Oct 31st.
2 Required fields

- 1) CTE Start Date
- Must be equal to or after the Partial Enrollment date

CTE Information

Sending School

9999: Falcon's Rite Highschool

CTE Start Date

CTE Exit Date

Exit Status

CTE Program Code

CTE Program Tab - Minimum Requirements

- 2) CIP/Program Code
- Classification of Instructional Program

CTE Information

Sending School

9999: Falcon's Rite Highschool

CTE Start Date

CTE Exit Date

Exit Status

CTE Program Code

Administrative Assistant and Secretarial Science (52.0401)

Applied Horticulture/Horticulture Operations, Gen (01.0601)

Automotive/Collision and Repair Technology/Technician (47.0603)

Automotive/Automotive Mechanics Technology/Technician (47.0604)

Carpentry/Carpenter (46.0201)

Cinematography and Film/Video Production (50.0602)

Culinary Arts/Chef Training (12.0603)

Electrician (46.0302)

Health Professions and Related Clinical Sciences (51.0000)

Heavy Equipment Maintenance Technology/Technician (47.0302)

Information Technology (11.0103)

Plumbing Technology/Plumber (46.0603)

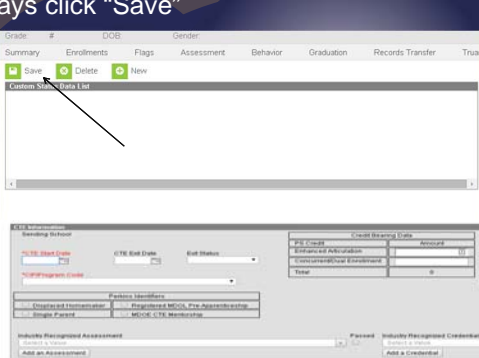
Security and Protective Services (43.0000)

Small Engine Mechanics and Repair Technology/Technician (47.0606)

Welding Technology/Welder (46.0606)

CTE Program Tab

– always click “Save”



The screenshot shows the CTE Program Tab interface. The top navigation bar includes 'Grade', '#', 'DOB', 'Gender', 'Summary', 'Enrollments', 'Flags', 'Assessment', 'Behavior', 'Graduation', 'Records Transfer', and 'Trans'. Below this is a toolbar with 'Save', 'Delete', and 'New' buttons. A red arrow points to the 'Save' button. The main area shows a 'Custom SQL' section with a text input field and a 'Data List' button. Below this is a table with columns for 'CTE Start Date', 'CTE End Date', and 'End Status'. The table is currently empty. At the bottom, there are sections for 'CTE Information' (including 'Sponsoring School', 'CTE Start Date', 'CTE End Date', and 'End Status') and 'Credit Bearing Units' (including 'PPE Credits', 'Business Administration', 'Computer Science', and 'Total'). There are also buttons for 'Add an Assessment' and 'Add a Credential'.

CTE Program Tab

Grade # Enrollments

Summary

Save Delete

Custom Status Data List

CTE Information

Sending School Number

Verify Enrollment

- If asked to Verify Enrollment
 - ✓ Enter in SCHOOL ID #
 - ✓ Click Verify Enrollment
 - ✓ School ID's can be found at:
 - http://www.maine.gov/doe/data/infrastructure/index.html

CTE Program Enrollment Process timeframe

- ☐ Being of the school year to Oct 31st.
- ✓ Work with partnering schools to ensure primary enrollments are completed.
- ✓ Enter in CTE data for all students with a primary enrollment.
 - ✓ Add a Partial Enrollment.
 - ✓ Add a CTE Program enrollment.
 - ✓ Run the CTE Verification Report periodically to check enrollment
- ☐ About Nov 15th, CTE enrollment data will be extracted from InfCam
- ☐ A deadline date will be announced to all CTE Directors



*Most primary enrollments are completed before Oct 15th.

Other CTE Student Data-

- *Can be added throughout the school year
- *Must be completed by June 30

Perkins Indicators

Perkins Identifiers	
<input type="checkbox"/> Displaced Homemaker	<input type="checkbox"/> Registered MDOL Pre-Apprenticeship
<input type="checkbox"/> Single Parent	<input type="checkbox"/> MDOE CTE Mentorship

<http://www.maine.gov/education/lds/urmainecte.pdf>

Other CTE Student Data Perkins Indicators

Displace Homemaker	When marked, indicates student meets federal guidelines of a Displaced Homemaker household, defined as an individual who: <ul style="list-style-type: none"> • has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; • has been dependent on the income of another family member but is no longer supported by that income; • is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq) not later than 2 years after the date on which the parent applies for assistance under such title; or • is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
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Other CTE Student Data Perkins Indicators

Single Parent	When marked, indicates the student meets the federal guidelines of a Single Parent household, defined as an individual who: <ul style="list-style-type: none"> • is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody; or • is a student who is pregnant
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Other CTE Student Data Perkins Indicators

Registered MDOL Pre-Apprenticeship	Indicates the student is enrolled into a MDOL Registered Pre-Apprenticeship
MDOE-CTE Mentorship	Indicates the student is enrolled into a MDOE-CTE Mentorship (future)

Registered MDOL Pre-Apprenticeship
www.maine.gov/labor/jobs_training/apprenticeship.html

Other CTE Student Data -IRC's

Industry-Recognized Credential

The result of completing the stated requirements (e.g. time, skill, test) of the industry recognized entity that results in the awarding of a credential.

Industry Recognized Credential(s) Passed

Select a Value OK Cancel

Add a Credential

Example:
ACF Certified Junior Culinarian

Industry Recognized Credential(s)

Select a Value

- ACF Certified Junior Culinarian (JLC)
- ACF Secondary Graduate
- Adobe Certified Associate
- Adobe Dreamweaver
- Adobe Flash
- Adobe Photoshop
- Adobe Premiere Pro CSE
- Adobe CSP
- American Heart Assoc. AHA Stroke
- American Heart Assoc. Certified BLS Part 1
- American Heart Assoc. Healthcare Provider CPR

Other CTE Student Data -IRA's

Industry-Related Assessment
(3rd party assessments are being used to evaluate the CTE program)

An assessment that was developed in collaboration with industry/subject matter experts. Examples: NOCTI, SkillsUSA Workforce Ready, CTECS

IRC - vs - IRA

1. Credential(s) can serve as a CTE program's assessment(s)
2. Assessments cannot serve as credentials

Other CTE Student Data fields

Early College LD 1412 Chap 318 (Bridge Year) Data

- "Bridge Year" & Early College LD1412 Chap318 are the same

Other CTE Student Data fields

Credit Bearing Data

Credit Bearing Data	
PS Credit	Amount
Enhanced Articulation	<input type="text"/>
Concurrent/Dual Enrollment	<input type="text"/>
Total	0

[illegible]

CTE Tab -- End of Year

- Assign the date student last attended classes in CTE Exit Date
- Assign a status in Exit Status

CTE Information
Sending School

CTE Start Date

CTE End Date

Exit Status

Exit Status

- 03: Completer
- 04: Transfer
- 05: Leaver/Dropout
- 06: Exploratory Exit
- 07: Death

Code	Label	Definition
03	Completer	A completer is any student who was in class for the whole year. This includes students completing the first year of a two-year program and students who were in the class all year but did not pass the class.
04	Transfer	A student who transferred to another school outside the the CTE school catchment area.
05	Leaver/Dropout	A student who left the class before the end of the school year.
06	Exploratory Exit	A student taking a CTE class that provides an overview of different CTE programs.
07	Death	A student enrolled in CTE who dies before the end of the school year.

<http://www.maine.gov/education/lds/urmainecte.pdf>

CTE Program Tab
– always click “Save”

[illegible]

